

*Report of the  
University Librarian  
The University of Alberta 1979-1980*

*Cover: Rutherford South Library. The University of Alberta. Photograph Roy Barter.*

THE UNIVERSITY OF ALBERTA

REPORT

OF THE

UNIVERSITY LIBRARIAN

TO THE

PRESIDENT

*For the Period  
April 1, 1979 to March 31, 1980*

Edmonton, The University of Alberta



Mr. Morris Flewwelling, President of the General Alumni Association, right, presenting the two millionth volume to Dr. Myer Horowitz, President of the University of Alberta.

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## **Part I—GENERAL**

### **Administration**

A ceremony on October 6, 1979, marked the addition of the 2,000,000th accessioned volume. The book (Antoine-Leonard Thomas. *Jumonville, Poem*. Paris, 1759) was presented by Mr. Morris Flewwelling, President of the General Alumni Association. The collection had doubled in the nine years since a similar occasion marked the acquisition of the millionth volume. Today, the collection, in addition to letterpress volumes, contains approximately half a million government publications and a million and a half microforms. The importance of the Library as a research centre is demonstrated by the increasing number of interlibrary loan requests from other institutions, and the use of the Library by many government and industrial researchers in the Edmonton area.

The other highlight of 1979/80 also related to collection development, the financial assistance provided from the Alberta Heritage Savings Trust Fund. For the past several years, nothing has presented a greater obstacle to the library's effectiveness than the continued erosion of the book fund by inflation. Each year, the purchasing power of our dollars has shown a steady decline. Happily, in the year under review, relief came from the Provincial Government, which made grants from the Alberta Heritage Trust Fund to university and college libraries. Mr. Olin Murray, Head of Collection Development, stresses the importance of the \$900,000 received from the trust fund.

Without AHSTF funding, in fact, the Library's acquisitions programmes would have crumbled in ruin in the year being reported. We are thus dependent on this source of funding for the sheer maintenance of our basic book and periodical purchasing.

It is to be hoped that the Alberta Department of Advanced Education and Manpower will give favorable consideration to the continuance of these grants to libraries after the end of the triennium in April, 1982.

In General Faculties Council during the debate on "Operating Budget Principles and Policies 1980/81" support was given to the idea that special consideration be given to the Library's need for funds. Dean Worth of the Faculty of Education introduced a motion that

priority will be given to a corrective increase in the base budget of the Library to alleviate the reduction in services and purchasing power which have occurred in recent years.

The motion was adopted unanimously and the spirit of it implemented at budget time by the University Administration.

Major advances were made in the sharing of resources with other libraries within the province, our Library accommodating staff and providing books for three interlibrary loan consortia. One of these was for the Provincial Legislature and affiliated government libraries, one for other libraries in the City of Edmonton, and the third for university libraries within the province. Additionally our Library makes its resources available on a personal basis to certain categories of external users.

To patrons the most noteworthy, or, perhaps, notorious, aspect of the Library operation was the unsatisfactory response time of the new terminals in circulation control. The computer installed proved to be too weak to power the terminals adequately. Although the delay to record a given transaction could be measured in seconds, the accumulation of slow responses created long queues of borrowers at circulation desks. Borrowers demonstrated remarkable forbearance at the delays.

The Library fell from grace in the view of a small group of late night readers by reclaiming the Grand Reading Room in Rutherford South—for some years an unsupervised reading room—and relocating the current periodicals stacks and reading area in it. While a new unsupervised reading area was provided in the building, it had less seating and lacked the high ceiling and the grandeur of the former one. The consequence of this administrative action, and also of the tardy response of the checkout terminals, was a flurry of critical letters to *The Gateway*, the students' newspaper.

On automation the Library Administration remains resolute in its intention to mount an integrated library inventory control system. Plans to install the DOBIS package have been formulated. The necessity of having a COM catalogue by January 1, 1981 has led the Library to mount its machine readable catalogue records in UTLAS in Toronto for the interim period. Indeed, the prospect of closing the card catalogue and going on-line to UTLAS colored many of the operations of the Cataloguing and Records Division in recent months. An ambitious and complex co-operative programme undertaken with several other major libraries and UTLAS is the SHARAF project under which name authorities with attached cross references are being converted into machine-readable form. At the end of the reporting year the project was 50% completed.

### **Collection Fund Management**

Mr. Olin Murray, Collection Development Librarian, in his report stresses the importance to the Library of the first Alberta Heritage Trust Fund grant. The University of Alberta Library received \$898,000 from this source, which represented approximately 30% of the money available to the Library for the purchase of materials. The receipt of the grant was particularly opportune as the MacCosham bequest, from which the Library materials fund has been supplemented for several years, was fully expended at the end of the previous fiscal year.

In March 1979, the Library was in receipt of a grant from the Social Sciences and Humanities Research Council of Canada under its new programme of support for library collection development. The grant of \$10,000 over three years is for the purpose of strengthening the Library's resources in European romanticism.

### Books & Serials Funds

1979/80	1978/79	% Change	
\$2,100,000	\$2,100,000	0%	Base Allocation
96,000	343,000	-72%	Commitment carried forward from previous year
898,000	—	—	Alberta Heritage Trust Fund Grant
—	380,000	—	MacCosham Trust
\$3,094,000	\$2,823,000	+10%	Total Appropriation

The table above shows that the funds available increased by \$271,000, a 10% improvement, but inadequate to cover inflation.

Mr. Murray's calculations suggested that the rate of increase of serial costs from 1977/78 to 1978/79 was 26%. This rate of increase was projected for the year just ended and proved to be a significant overestimate. It was our belief that the average increase was 18% for the continuations retained by the Library. As a provisional conclusion drawn from an interpretation of a diversity of facts, it would appear that the inflation overall in the market where library materials must be purchased continued this past year at a level comparable to the past four or five years.

For the first time the Collection Development Committee operated under the chairmanship of the Assistant Librarian for Public Services. Numerous topics and problems were effectively treated by the Committee. It considered such topics as how best to develop selection and collection policies for all public service divisions, discard and weeding policy, and in serials the procedures for dealing with cancellations and requests for new subscriptions.

### Staff

The financial stringency in which the university finds itself in this high inflationary period has necessitated a reduction in Library staff. Prior to April 1979 the Library had to identify three professional positions and 14 support positions which could be eliminated from the payroll. This severe tax was slightly ameliorated with the return of two professional and one non-academic position. As this current report is being written the Library has been informed that by April, 1981 it must reduce its operation by \$108,000—an amount that can only be met by reducing staff further. An

internal Salary Control Committee was established in 1979/80 with a view to a careful monitoring of all positions within the system.

The Library operated with 79½ professionals, and at the beginning of the year had 276½ full-time support staff. However, after the collective agreement came into effect for support staff, 13 positions were re-categorized as full-time regular, bringing the total to 289½ full-time regular positions.

A number of changes occurred in professional library staff positions during 1979/80. Three persons retired, each with a service record of nearly a score of years; the retirees were Dr. Wm. Hyrak, Government Publications, Mrs. Ivana Raletich, Science, and Miss Margaret Auxier, Under-graduate Library.

On the support staff Mrs. Kay Sutherland retired after 16 years of service, most of it pasting in bookplates and stamping with other library marks of ownership; in this routine but very essential task scores of thousands of our new acquisitions passed through her hands en route to the shelves.



Mrs. Kay Sutherland recently retired from the Library after stamping and plating thousands of new acquisitions during her sixteen years of service.

The following academic appointments were made during the year: Mr. Calvin Evans, Assistant Librarian for Public Services; Mr. James Heilik, Head, Systems Division; Miss Ingrid Langhammer, Government Publications; Mrs. Viveka Janssen, Cataloguing Division; Ms. Ariana Sirko, Cataloguing Division; Mr. Douglas Poff, HASSL; Miss Kathleen DeLong, Education Library; Mrs. Patricia Goddard, Health Sciences Library; Ms. Lea Starr, Health Sciences Library; Mr. James Carter, Education Library; Mrs. Nadia Bock, HASSL; and Mr. John Teskey, Library Support Services (Personnel). In addition three librarians were given term appointments, namely Barbara Bohm, Denise Holmen and Norah Thompson—two in the Undergraduate Reserve and one in the Law Library.

Four librarians transferred within the Library: Mrs. Sally Manwaring was appointed head of Government Publications, Ms. Sieglinde Rooney became head of the Acquisitions Division, Mrs. Evelyn (nee Durocher) Housch transferred from Bibliographic Verification to a reference position in the Undergraduate Library, and Miss Sylvia VanHaitsma moved from the Health Sciences Division to Bibliographic Verification.

In June 1979 the library staff was saddened by the death of Mrs. Sylvia Evans of the Health Sciences Division.

The Library Personnel Office is responsible for the general supervision and welfare of support staff. Mr. John Teskey, in submitting his first report as Library Personnel Officer, emphasizes the impact of the first collective agreement. A major problem in the implementation was the need to categorize all staff into employee types. This process created over 40 recurring employee positions which are still not totally rationalized. In general, a collective agreement reduces an individual manager's flexibility and this seems to have been the case here. Library managers have had to become more consistent and adhere more closely to centralized policy.

The 57 resignations of support staff translated into a turnover rate of 20%, somewhat below the average of other libraries in North America, and a significant decrease from the previous year. There were, in addition, 25 promotions and transfers, which reflects a total staff change of 28%. The 24 requests for position reviews resulted in 16 positions being reclassified. A new senior category, Library Assistant IV was established, and subsequently four positions raised to this category.

Job related orientation programmes were introduced, but had to be suspended later in the year; however, over 50 employees were involved in a variety of courses.

Absences of all categories amounted to the loss of 26.71 full-time equivalent employees, of which 10.89 persons represented annual vacation. Combined general and casual illness resulted in the loss of 8.17 full-time equivalent positions, or an average of 7.34 days per employee.

## **Support Services Division**

Mr. Rod Banks, in addition to supervision of the units named below, is in charge of preparation and control of the Library budget.

Mr. Roy Barter of Office Services was in charge of a major move of periodicals, both current and bound, and also of newspaper files. The purpose of the exercise was to make fuller utilization of space in Rutherford South and thus relieve the space problem developing in Rutherford North. First, in Rutherford South the current Periodicals Reading Room and its contents were moved from the street level floor to the Grand Reading Room on the second floor, a move delayed somewhat by the repainting of the high ceiling in the Grand Reading Room.

In the basement of Rutherford South, the former student lunch room was equipped with special shelving and converted into a newspaper storage room. To use this room, with its beautiful knotty pine panelling, for storage seems unpardonable, but such is the inexorable growth of the Library's holdings.

All bound periodicals were moved from the general stacks in Rutherford North to the stack area of Rutherford South, with the overflow being shelved in what was once the circulation delivery area. The move schedule was disrupted by a delay in the arrival of stack shelving.

A serious maintenance problem in the Cameron and Education Libraries involves the reading chairs with which the buildings were furnished on their opening in late 1963. The time-use expectancy of these chairs has expired; now chairs are constantly being sent out for repair of frames or upholstering.

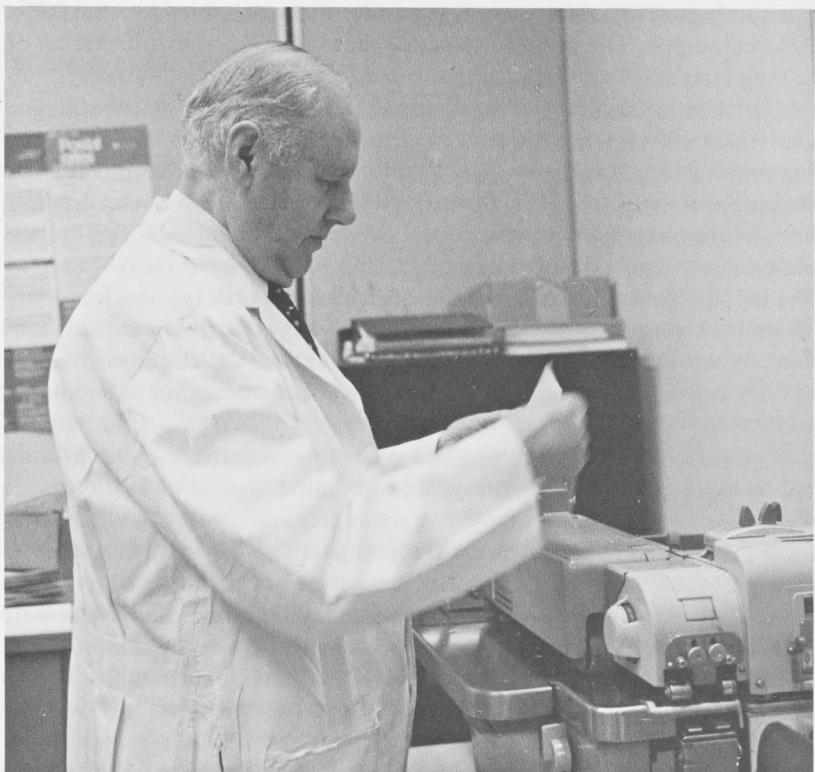
The Library's Photocopying Service statistics increased slightly from 526,874 to 557,234 requested. The coin-operated machines, throughout the Library system, made 1,113,708 copies.

From the mail room Mr. Roy Armitage reported the following statistics: 5,312 bags and boxes of mail received, 2,808 bags and boxes of mail posted, \$18,481.77 cost of postage. Figures vary little from last year, showing a slight decrease in mail received and a slight increase in mail posted.

The supplies office filled 1,053 requisitions, 353 Central Stores orders, 36 systems release requisitions, 195 purchase requisitions, 166 printing and duplication requests, and 137 Physical Plant requisitions.

## **Library Accounting Unit**

Mrs. Marlene Sherban, who is in charge of the Library Accounting Unit, reported that a change was made in expenditure control of general accounts by expanding the intermediate codes allowing the accounting unit to assign expenditures to each Library division. The internal computerized system was expanded to accommodate the expenditures of inter-



The Library operates an extensive mail system that handles thousands of pieces of mail per week, capably supervised by Mr. Roy Armitage.

library loans and bindery invoices. In book invoicing the unit handled 526 jackets, constituting approximately 26,300 invoices.

### **Systems Division**

Mr. James Heilik who took charge of the division in July, 1979, describes the year under review as one devoted more to planning and decision making than to demonstrable achievements. Two basic decisions were taken on future library automation: the first, reached after prolonged deliberation, that the Library should mount an integrated library inventory control system; the second that this should be the DOBIS soft-ware package as developed by IBM.

In the implementation of a long-term automation plan the Library took a preliminary step to end its dependence on the card catalogue. In January, 1980 the periodicals and serials list for the first time was produced on microfiche instead of paper. Before the next annual report is written all new

titles catalogued should be recorded on microfiche or microfilm, that is in a COM-catalogue. The microform catalogue is one visual manifestation of the long internal process leading to an integrated inventory control system.

The Library has been using computers in the production of catalogue cards since 1974. A byproduct of this process has been a record of cataloguing data on magnetic tape. While sufficient for making cards for integration into an existing card catalogue, the data on tape is not complete enough for production of a microform catalogue, nor indeed for an on-line catalogue accessible through terminals. UTLAS in Toronto will be used to enhance this data. Upgraded records as well as records for new materials will appear in a COM catalogue and production of catalogue cards will cease. When DOBIS is finally ready for operation, the data base built at UTLAS will be moved to Edmonton, as will the production of catalogue products.

The year has been a disappointing one in automated circulation control. Since the Library first introduced automated circulation in 1966, it has been using IBM 1030 terminals. Unfortunately some years ago the manufacturer withdrew support from these terminals with the result that replacement parts could not be obtained. After careful consideration of terminals available as replacements, the Library chose the Epic terminals. These were installed on May 1, 1979, and were attached to a small computer, an IMSAI 8080. The microcomputer proved to have inadequate power to handle the circulation load of one of the largest university libraries in the country. The response time for transactions has been slow at peak hours of the day and has resulted in queuing for service. Regrettably, the delivery and installation time for a new minicomputer presently on order will necessitate entry into another university year with an unsatisfactory circulation control system. Limited system changes were introduced which are expected to relieve some of the pressures.

## **Part II**

### **Bibliographic Verification**

Mr. Brian Hobbs, Head of Bibliographic Verification, states that the work flow predictions, contained in his last annual report, were substantiated. Incoming requisition cards rose 16% to 64,182 but outgoing requisitions dropped by 9% from the previous year, to 53,733. Total orders placed, including those resulting from the various selection plans were down by almost 11%.

Mr. Hobbs states that the year proved the value of changing the "order year" for teaching departments to the calendar year. It enabled the Library to fully commit the discretionary funds by the fiscal year (which ends March 31) for all departments that submitted requisition cards, even though over 22,000 of these were received in the last three months of 1979. Without the three months difference between the order and fiscal year the Library could not have ordered and committed funds for all requests from teaching departments.

The division began the year with its normal file of requisitions to check, but the beginning of the winter session brought an unprecedented influx. In November nearly 10,000 requisition cards were received, which represents a daily workload of nearly 500 cards. At one point one teaching department had three persons typing requisition cards to be sent to the Library for ordering, while another department submitted an estimated 10,000 requisition cards selected from a serial bibliography published over the last fifteen or twenty years. Such conditions make it all but impossible to achieve a steady work flow.

The division checked a number of second-hand catalogues for the Canadiana Committee, one large catalogue of 1,300 titles for the Psychology Department, the Markotic Collection for Archaeology and Classics, and the Dean Smith Collection of military titles.

By the end of the year, work on the Holubnychy Collection was nearly complete. Between the Cyrillic alphabet and the large quantity of ephemera, this was a difficult collection to check and verify against our holdings.

An additional responsibility for the division beginning in the year under review was the assignment of the liaison function between the Library and the Canadian Institute of Ukrainian Studies to Alan Rutkowski. In return, the Institute provided some funding for additional staffing in the division to free Mr. Rutkowski for his liaison duty with the Institute.

Other Library divisions from time to time make the suggestion that Bibliographical Verification is too meticulous and does unnecessary checking or rechecking of requisitions submitted from their areas. However, in view of the continuance of a rejection rate for incoming requisitions of 36.8% it would seem unwise to lower the division's standard of checking.

The division lost two experienced library assistants and for Library budgetary reasons these positions were not refilled immediately. With two maternity leaves and a couple of extended holidays support staff was reduced by 14%. In addition, an experienced professional librarian transferred out and while replaced by a competent librarian from another area of the Library, nevertheless this replacement had to be trained. These staff changes and leaves naturally affected the performance level.

## **Acquisitions**

Ms. Sieglinde Rooney in her first report as head of the Acquisitions Division reminds the reader that the division comprises three operational sections and one support section: monograph orders, monographic receipts and back orders, serials, and administrative services. In the monograph orders section, an In-Process File is maintained which contains 3,011 vendors located in 69 countries with whom the Library placed 49,204 orders during the year. Based on an analysis of the top 100 vendors, the mean cost per order rose 14.2% from \$22.87 to \$25.58, an increase which can but impact further on the already diminishing purchasing power of the Library's discretionary materials budget. Not only does the Library procure 43% (21,636 orders) of its materials from the ten top vendors, but it also spends the same percentage of its discretionary funds with them. From the top 100 vendors the Library obtained 63% of its orders. Sixteen percent of the Library's orders are placed with one Canadian firm, John Coutts Library Services of Niagara.

The following table is instructive since it shows the nationality of vendors and the associated average Canadian price.

<b>Country</b>	<b>% of orders placed</b>	<b>Average Price Canadian</b>
Canada	32*	19.30
America	36	20.40
England	11	25.83
Germany	7	27.04
Other	14	

\*This does not mean that the titles ordered were published in Canada; most originated in the U.S.A.

Since the bulk of the monographic orders are placed with vendors whose countries enjoy a stronger currency than the Canadian, it is not surprising that the Library's purchasing power continues to decline. In the year under review the number of monographic orders dropped by 7,608 titles, or 13%.

The number of orders placed for audio-visual materials increased by

26%, or 521 titles, with the number of receipts rising dramatically by 91%, 10,168 more items than in the previous year. The majority of audio-visual orders were to strengthen the Education Library's holdings to support the faculty's practicum programme.

Considerable staff time was expended in monitoring the Library's eighteen blanket order plans. With the assistance of the Bibliographic Verification Division and the Slavic Languages Department, the Acquisitions Division paid particular attention to Slavic blanket orders. The total expenditure for this mode of acquisitions decreased by \$4,329.64 or 8%. The expenditure on blanket orders was \$47,602.37.

On monographic material the Library spent \$1,054,231.48.

In the year previous to the one under review, the Library conducted a cancellation project for serials at which time 1,353 titles were cancelled. Now teaching departments wishing to subscribe to new titles must cancel an equivalent number. This year an additional 266 cancellations were made. The net increase in additional subscriptions was 53 titles. In 1979/80 the Library spent \$1,275,046.32 on periodicals and standing orders. The average cost for renewed subscriptions was \$65.20, as compared to \$58.55, or an increase of 11%.

### Cataloguing & Records

Mr. Seno Laskowski, Chief Cataloguer, reports that although the Cataloguing staff were engaged in a number of special projects, the total output of the division varied remarkably little from the previous year. The titles catalogued amounted to 54,355, only down 513. The number of volumes processed was 90,715, a decrease of 1,726. The cards filed, 1,095,225, was an increase of 44,000 reflecting the increasing size and complexity of the catalogue.

The statistic for accessions of new volumes reflects the Library's declining purchasing power: 89,346, down from 97,697, a decline of 8.5%.

Mr. Laskowski writes that the prospect of closing the card catalogue in the not too distant future, and of going to an on-line cataloguing system with UTLAS governed many of the division's activities during the year. In the SHARAF project, mentioned earlier, all personal names in our authority list—37,582 of them—were searched, verified, coded, entered and edited; still to be processed are 30,000 corporate name headings. Since our library is one of the largest research libraries in Canada, our input of names to SHARAF authority file in machine-readable forms should be a significant contribution to this co-operative venture.

To assist in planning the implementation of the UTLAS on-line cataloguing system, a staff member of UTLAS, Mrs. Paula Lederman, spent the better part of a week at our Library studying current procedures and preparing recommendations for possible changes when on-line.

In May 1979, Dr. R. Hagler of the University of British Columbia



The serials and periodicals list, formerly produced as a bound volume, now appears on a few sheets of microfiche. The new format has been readily accepted by students.

conducted a seminar explaining AACR 2, the new cataloguing rules which are to be adopted by research libraries on this continent on January 1, 1981.

### **Bindery Preparation Unit**

Mr. Alan Rankin, Supervisor, reports that the overall volumes bound or rebound during the year decreased by over 1,000 from 33,800 to 32,700. The principal categories were 12,909 standard bindings and 15,288 check-bound, while 2,184 books were rebound. The total budget was \$180,000, but this included an allowance of \$10,000 to the Special Collections Division for the restoration of rare books.

## **Part III**

### **Circulation Services**

Miss Norma Freifield, Head of Circulation Services, in submitting her 29th annual report, expressed disappointment in the performance of the automated circulation control system. The new Epic terminals went into parallel operation in April 1979 and over the quiet summer period operated reasonably well. However, once the busy autumn university term commenced the deficiencies in the system soon became apparent. The control unit was not strong enough to drive a system with so many terminals, resulting in a slow response time in recording borrowing transactions, and thus inconveniencing library borrowers.

A further problem was with interference on the lines connecting the Education and Rutherford Libraries to the central control unit located in the Cameron Library. The consequence of this was that some transactions relating to the checking out of books or the checking in of returned books went unrecorded.

External circulation decreased by 10.9%. The external circulation of 936,636 is the lowest figure in many years, and was attributable, at least in part, to the difficulties with the terminals since some book users found it more convenient to read material in the library than to go through the trauma of checking books out. Another factor contributing to the drop in circulation was the decrease in student enrollment by approximately 2%. In some library areas changing course patterns may have affected external circulation, as for example the 31% drop in the use of the Reserve Reading Room.

### **Humanities and Social Sciences Library**

Mr. Mohan Sharma describes the year as the first under the new organization which saw the removal of the Special Collections and the Under-graduate units from the Humanities and Social Sciences Library administration. During the year a major move got underway of all HaSSL bound periodicals to Rutherford South with a view to alleviating space problems in Rutherford North. Naturally there was some confusion and inconvenience to users during the move, but surprisingly little negative reaction.

The division added 632 volumes to the reference collection, of which 180 are new titles, the lowest number of titles added in several years. A major weeding of the reference collection was also undertaken, 74 titles being transferred to the main stacks. Most of the library's foreign university calendars were transferred to the Registrar's Office because of the lack of library staff to order and maintain the collection.

The reference unit answered 40,173 questions and enquiries, an increase of 6%. The total number of telephone reference questions answered was 7,512, an increase of 10%. While the reference and telephone categories of



Mr. J. Musafir working on his *Index to the Edmonton Journal*.

enquiry tended to increase during the winter, directional enquiries dropped after November with the Cataloguing Information Desk intercepting large numbers of these. The catalogue information staff answered over 5,000 questions, double the number of the previous year.

During the year 90 clients requested 160 on-line computer searches, an increase of 12% in clientele and 22% in searches. Two librarians attended training workshops for both Lockheed and Infomart on-line systems.

The demand for instructional tours and demonstrations of selected bibliographical materials increased to a total of 72 groups and classes, including the slide/tape presentation to freshmen English students. These generated an audience of 1,700 people and required 128 hours of staff time.

An up-to-date information sheet entitled *Summary of Branches and Services* was sent to new faculty and graduate students.

Three members of staff are involved in the compilation of reference information: Mr. J. K. Wikely served for the third year as Coordinating Editor of "*Revue des Revues*" which now occupies the whole of the third issue each year of *Canadian Review of Comparative Literature*, Mr. J.

Musafir continues his *Index to the Edmonton Journal*, and Mr. E. Olson again produced his list of *New Reference Books* in the Humanities and Social Sciences.

### **Current Periodical Reading Room**

Miss Ingrid Bromann, the supervisor of the Current Periodical Reading Room, reports that the highlight of the year was the move of the reading room into new quarters on the second floor of Rutherford Library South from its previous and smaller quarters on the first floor. The number of people using the reading room has continued to rise as shown by the 40% increase in desk questions to 15,629.

### **Government Publications**

Mrs. Sally Manwaring, in issuing her first report as head of Government Publications, states that special emphasis was given to acquiring current provincial documents. The collection was weeded in the area of American state publications and in other foreign documents. Many discontinued publications, where our files were lacking in completeness, were discarded or sent to the subject libraries. Other areas of the collection that were reviewed during the year were the annual reports of Canadian companies and statistical yearbooks.

Statistics indicate a significant increase in the receipt of provincial and municipal documents over the past year and a decrease in Canadian federal publications. The total number of documents in the Government Publications area is now 280,143.

The number of reference questions increased by 9% to a total of 14,083. With the employment of an additional librarian in the unit, Government Publications was able to improve reference services. Circulation increased by 33%. In November the unit began keeping internal use statistics because with much of the collection non-circulating the external circulation figures do not indicate the true use of the collection. The internal circulation tended to be approximately four times that of the external use.

Orientation lectures were given to library staff from other divisions and, during the spring session, to a class of senior citizens enrolled in a special University program. A select acquisitions list was prepared and distributed on campus with a view to acquainting other libraries with the material in the collection.

### **Micromaterials**

Ms. Anna Altmann reports that the micromaterials collection was supplemented by the addition of 3,754 titles: 2,307 microfilm reels, 6,082 microcards, and 649 microprint sheets. Titles and units of material added was approximately half that acquired in the previous year.

The number of users of the reading area was 5,038, an increase of 4½%. These people made use of 15,312 units of micromaterials, 13,652 items in the form of microfilm. Another 1,157 items were circulated outside the Library. The unit answered 4,643 reference questions and a total of 16,518 pages were copied, of which the majority, 14,221, were copies made on xerox-microprinter. The reading room acquired one new reader—a Dukane MMR 16 and 35 motorized microfilm reader.

By agreement between HASSL and Special Collections, the Micromaterials Librarian, Ms. Anna Altmann, held a split position, spending mornings in Special Collections and afternoons in Micromaterials.

### **Undergraduate Library**

The Undergraduate Library, hitherto a section of the Humanities and Social Science Library, became a separate division on July 1, 1979. Mrs. Elizabeth Schwob indicates that, as in other areas, the external circulation of books decreased in the Undergraduate Division by 16.7%. On the other hand, though there has been a decline in student enrolment, the number of reference questions increased by 16%—totalling 5,519.

The Undergraduate Librarian and her staff assumed major responsibility for the orientation of new students entering the university each autumn. In preparation, Mrs. Bente Scarnati revised the library slide/tape programme. In registration week nine librarians assisted in orientation, which was attended by 1,834 students. As an experiment the program was again offered in January at the beginning of the second term, but attendance was indifferent. The Undergraduate staff also gave library instruction to three sections of Political Science 200 and to freshman English classes; included in instruction to the latter group was an introduction to the Bibliography Room in Rutherford North. In all, 52 orientation classes were offered, 16 of them taught by the Undergraduate staff. In February on University Orientation Day two staff members, wearing eye-catching T-shirts to attract attention to their booth, ran the slide/tape programme continuously on a caramate machine in the Central Academic Building.

During the year 1,901 books were added to the collection which now totals approximately 98,000 volumes. This library division was the beneficiary of a fund established by Mrs. Grace Duggan Cook in memory of her late husband, Dr. Alexander J. Cook, Professor of Mathematics and Head of Student Counselling. Dr. Cook had been a member of the university community for 52 years, from 1913. This donation has been used to purchase much needed reference books as well as books in subject areas suggested by the donor.

The Reserve Reading Room reported a sharp decline in the use of material, external transactions dropping 31% to 83,939. Some suggested causes were the declining in enrolment, some instructors on leave who normally submit heavy reading lists, students photocopying relevant pages

or chapters of books rather than borrowing the material, and some new faculty being unaware of the service.

### **Interlibrary Loans Unit**

Mrs. Tina James, Interlibrary Loans Librarian, reports that the unit had an extremely active year. As indicated earlier, there were substantial developments in the sharing of resources among libraries in the province, with the University of Alberta Library being an important centre in three separate co-operative projects. The Interlibrary Loan staff devoted much time to organizational aspects of these new schemes.

The Federated Interlibrary Loan Services (FILLS) began in May 1979 when a library technician was hired to work in the libraries on campus to select books for the participating libraries. The establishment of this position was made possible through a grant by two provincial government departments, namely Culture and Advanced Education. The grant was made to the FILLS Steering Committee, an ad hoc committee of the Edmonton Library Association. The University Library provided space and equipment. The library technician was directly responsible to the Interlibrary Loans Librarian. Initially, nine Edmonton libraries were involved but when it became apparent that a higher volume of requests could be handled by the technician, more participants were invited to join. In all, 22 city libraries participated for part or all of the trial year. The number of loan requests was 5,018. The campus libraries most heavily used were Science, Humanities and Social Science, and Education. The project was an outstanding success, but is terminating in July 1980.

Three months after the FILLS project was inaugurated, the Alberta Provincial Government Libraries Interlibrary Loan Service (APGL) came into being. A permanent position was established in the Legislative Library for a person to work out of the University Library filling interlibrary loans requested by government departmental libraries. Although the APGL person was not directly responsible to the Interlibrary Loan unit, Mrs. James spent a great deal of time organizing the project and continued to act as trouble-shooter when problems arose. At present 23 government libraries are using the service.

In October 1979 the Alberta Universities Interlibrary Loan Service (AUILLS) was created. This followed a meeting held in the spring of the year of interlibrary loan supervisors of the university libraries in the province. The purpose of the meeting was to work out details for a proposed fast interlibrary loan service. The project was to be supported from the funds provided from the Alberta Heritage Trust Fund to university libraries. In any interlibrary loan scheme the Gordian Knot is the slow delivery service between the institutions; this knot was cut when the Alberta Government Courier Delivery Service agreed to carry Interlibrary Loan packages. In the University of Alberta Library a person was

initially hired to work half days, but by January the volume of traffic made it apparent that a full-time person was required. The aim of AUILLS is to provide service in a 24-48 hour turn-around time from request to delivery.

In Saskatoon, in September, the interlibrary loan librarians of the institutions represented on the Committee of Prairie University Libraries met to discuss problems. This group adopted as its name Prairie Academic Libraries (PALS). A series of recommendations with respect to cooperation were drafted for presentation to the library directors at their October meeting. One recommendation was that each PALS member would submit coded sheets providing statistical information on the loan and photocopy requests, these to be tabulated at the University of Saskatchewan Library, which undertook to provide a billing statement semi-annually for each of the participating libraries.

On the University of Alberta campus the traffic in interlibrary loans increased substantially, both in borrowing and lending. Staff and students submitted 7,077 requests, an increase of 13% in demand. However, the actual number of individuals using the service decreased by the same percentage, namely 13%. About 4% of requests submitted were for items already held in the University Library.

From other libraries the Interlibrary Loan unit received 12,226 requests, an increase of 17%. Our Library was able to provide material for



The Library has continued to display books and other items that would be of interest to the public.

71% of the requests received, while another 13% of the requests were for items held but not available on loan. Of the requests submitted 35% were filled by book loans and 62% by photocopies. This year 224 University of Alberta theses were sent out on loan while copies of another 236 were microfilmed or photocopied for sale.

Of the incoming requests, following the pattern of other years, 51% of the requests received came from libraries in the Prairie Provinces, 33% of the total from Alberta alone. The PALS group, that is the nine university libraries, accounted for 39% of the total. As a consequence of the AUILLS project, our Library filled almost twice as many requests as formerly from the Universities of Calgary and Lethbridge.

The National Library of Canada consistently supplies a large number of our requests, as well as supplying additional locations if it is unable to provide the title. The National Library has recently announced that if it does not have a title in its collection it can no longer provide extensive searches for other library locations; now, only the main entry on the request sheet is checked and more of our requests are being returned without any indication of additional locations. Of library sources in the United States, our top supplier of loans is the University of California, Berkeley.

Many of the Interlibrary loan requests from our own library divisions are for photocopies of issues of journals or of pages of books which, unfortunately, have been mutilated by a small number of users who lack a sense of public responsibility.

### Special Collections

Mr. John Charles, Head of Special Collections, reports that 1,668 new volumes were added to the collection, and in addition, 650 volumes were transferred from the Library's general collections.

Each year requests from other libraries to borrow books from the Special Collections Division increase, a comment on the strength of the collection in certain authors' works or subject areas. This past year has seen a heavy demand on French-Canadian drama pamphlets, the requests coming from doctoral candidates living in Quebec and Ontario. The division has moved from a generous lending policy to other libraries to a more restrictive one; the loss in the mail of a single rare book, or a title uniquely held in Canada, would be a serious matter.

The archival collections on which there are currently the heaviest demands are the Alberta Folklore Collection and the papers of Dorothy Livesay.

The users of the Special Collections reading area fall into the following categories: undergraduates, 30%; graduates, 20%; the faculty, 14%; visiting faculty, students and general public, 25%.

Miss Carolynne Poon, during the summer of 1979, spent four months

in the Archives of Ontario learning the art of book conservation. She continues to spend 60% of her time in the division on conservation and restoration problems. In support of this activity a hard-bed laminating press has been acquired. Thirty rare books were sent to the Parliaments Book Conservation, a firm in Vancouver, for extensive restoration work.

A service offered by the division is the evaluation of books owned by private individuals. Approximately six requests per week are received, usually by telephone. Most books for which an evaluation is wanted are commonplace 19th century English novels or selected works from the classics, and of little value. The division views these appraisals as part of its public service function and as a small demonstration of the University's usefulness to the community at large.

### **Health Sciences Library**

In the year under review the Health Sciences Library added 2,940 books and 1,232 bound journals to bring the total number of volumes in the collection to 132,480. The library subscribes to 2,024 serial titles; during the year 79 serials were cancelled, 14 ceased publication or were discarded, and 51 new subscriptions were placed.

Miss Phyllis Russell, head, reports that the staff answered 19,299 reference queries including computerized information retrieval searches. Through Medline, 603 searches were conducted to retrieve 69,068 references. This represented an increase of 12.27% in search requests. On other computerized information retrieval systems 40 searches were conducted to retrieve 7,975 references. The staff also undertook 290 lengthy manual searches which required the time equivalence of 89 working days to complete.

The library lent 1,333 health sciences volumes to other libraries, an increase of 17%, and borrowed 631 items, an increase of 28%. This sharp increase in interlibrary loans suggests that even the best of health sciences libraries can no longer maintain its collection at a satisfactory level of completeness.

The library received 1,763 requests to supply photocopies, a total of 49,121 pages. Many of these requests were from physicians—both in and outside the City of Edmonton.

The staff of the division gave 37 lectures and tours to students in Health Sciences Faculties.

The College of Physicians and Surgeons of Alberta paid the library \$11,728 for service to physicians in the province.

The Health Sciences Librarian, in cooperation with her counterpart at the University of Calgary, prepared a brief to be sent to the trustees of the Alberta Heritage Foundation for Medical Research. The brief stressed the importance of including library support as a component of all proposed

medical research programmes to be developed in Edmonton and Calgary by the research foundation once it becomes operational.

### **John W. Scott Reading Room**

The John W. Scott Reading Room, located in the University of Alberta Hospital, is a branch of the Health Sciences Library which serves the informational and educational needs of the hospital's medical staff and students. During the year the circulation statistics for external use decreased by 7.7%, while internal use increased by 16.3%. The decrease in circulation is in part accounted for by the fact that the most heavily used journals in the collection are now being bound; whereas in the past each issue of an unbound volume when circulated counted as an item, now any number of issues are circulated in the same volume to count as one transaction. During the year the twice daily delivery service from the Health Sciences Library to J. W. Scott carried 8,263 books and journals. This latter reading room generated a total of 78 interlibrary loans requests for items not in the Health Sciences Library.

The John W. Scott book collection now consists of 1,992 volumes, with 129 new books and 52 serial titles added during the year. On order are an additional 21 new journal titles charged to hospital funds.

### **Science Library**

Mr. Ron Clancy, head, reports that the rate of acquisitions to the Science collection remained at the same level as the previous year, except in two areas. The first of these was in periodical subscriptions where, for the first time in several years, a more generous allocation made possible the ordering of additional titles. The library placed 75 new subscriptions. Requests for new titles were screened closely and only those deemed absolutely essential were ordered. A second area of increase was in the number of documents added, from 3,000 to 12,076. The amalgamation of the collection in the reading room of the Department of Forest Science with the Library's collection was the main source of additional titles. The division added 4,834 new monographic titles which, with added volumes, brought to 8,298 the number of additional monographic volumes. In addition the collection was augmented by 665 reference books and 4,780 volumes of bound periodicals.

The number of reference questions answered increased once again by approximately 10% to a total of 31,782. The demand for in-depth reference service continues to grow. In the area of computer information services the number of on-line searches was 323 which retrieved almost 35,000 references. Had it been necessary to retrieve these by manual searching a staggering number of man-hours would have been required.

### **Physical Sciences Reading Room**

The Physical Sciences Reading Room circulated 59,681 items internally and 10,542 externally. The Reading Room added 624 books and three new periodical subscriptions.

The major item of note in this reading room was the attempt to deal with the critical shortage of space. The absolute maximum of shelving has been installed with the result that seating on the main floor is now cramped to the point of being uncomfortable. The other attempt to resolve the space problem was the procurement of a microfiche copy of the complete set of the *Chemical Abstracts*. The hard copy subscription was discontinued as of January 1980. The move to microfiche was undertaken on the initiative of Dr. Gordon Freeman of the Department of Chemistry.

### **Mathematics Reading Room**

Like the Physical Sciences Reading Room, the main concern in this reading room is that of space. Internal circulation was 7,992 and external circulation 6,916. The collection was increased by 667 items, of which five were new periodical subscriptions.

### **Herbert T. Coutts (Education) Library**

Mrs. B. J. Busch, head of the Herbert T. Coutts Library, reports that the workload of this division, already extremely heavy, increased further during the year. Three years ago the Provincial Department of Education asked the Faculty of Education to increase the amount of time the Education students spent on practice teaching in schools. The 1,162 students enrolled in Education Practicum 251 severely tax the resources of the library in their daily preparation of lessons. The workload will increase further in the coming year as by that time students in all four years of the programme will be involved in the practicum.

The Faculty received a grant from the Provincial Government in support of the extended practicum and a total of \$44,900 was allocated to the Curriculum Library. Most of this grant was used to purchase additional curriculum materials, but a third of it was made available to employ reference staff on a part-time basis to assist with the heavier service load imposed by the practicum; unfortunately these funds will only be available for one more year.

The circulation control problems described earlier affected this particular library severely since the circulation service point is normally a busy one; there were instances of students queuing for forty minutes before closing time and still not reaching the desk to check out material because of the terminal problems. Coupled with this was a problem with interference on the cable connecting the terminals to central control which resulted in some transactions, both loans and returns, going unrecorded. A conse-

quence was that invalid overdue notices were sent out to some borrowers, who naturally protested. The number of overdue and recall notices increased 58% over the previous year which may have been directly attributable to the faulty cable connection.

Circulation figures of the Curriculum Library decreased by 12% to 119,864, and from the Education Library by 10.7% to 106,018. The figures may not be accurate in consequence of the malfunctioning of the automated system. Additionally, it must be conceded that user frustration resulted in a reluctance on the part of some patrons to stand in queues and to subject themselves to an erratic machine. The staff kept a record of internal use, as compared to external circulation, and found that the internal use was 90% greater.

Miss Madge MacGown, the Education Collection Development Librarian, reports that the total number of books received was only 3,336, a decrease of almost 1,000 from the previous year. One of the thrusts in selection in the review year was for the development of special education and learning disabilities materials. In the library's periodical collection, in order to obtain funds for the 56 new titles which were ordered a total of 42 subscriptions had to be cancelled. The Curriculum Library added 5,131 books to the collection and withdrew 1,129.

An inventory showed the total holdings of the library as follows:

Books .....	180,321	volumes
Audio Visual .....	23,364	titles
ERIC Microfiche .....	159,539	titles
Microfilm .....	5,864	titles
Periodicals .....	986	subscriptions

Mrs. Elaine Boychuk, in charge of the Curriculum Library, reported an increase of 16.7% in the number of questions answered. She notes that 27% of questions answered were by Education Practicum funded staff, an indication of the serious staffing problem which will confront the library when this source of salary money is withdrawn.

Education Practicum 251 instruction in library use increased considerably this year with a total of 40 sessions conducted for 1162 students. For other classes of students, another 30 sessions were conducted.

Mrs. Deborah Dancik reports that the total number of students served in the instructional program increased this year by nearly 19% as the result of the Education Practicum 251. These sessions took a great deal of staff time in the preparation lectures and the grading which sharply cut into the services the unit could offer in those weeks the Education Practicum was running.

The number of computer searches increased by 16% but less staff time was involved, probably because they had become more efficient as searchers.

The reference unit continues to be responsible for indexing articles from the *Edmonton Journal* for the newspaper clipping file, and educational monographs and journals for the Alberta Education Index and the Canadian Education Index. As of April 1980 that data base of the *Alberta Education Index* contained 1,500 records and is growing at the rate of some hundred records a month. It continues to fulfill its purpose of providing current access to educational publishing in Alberta.

Mrs. Sharon Empey, head of Technical Services, reported the following highlights. The order section processed 34,755 requests (33% increase) for books and 6,826 requests (49% increase) for audio-visual materials. Out of the 41,751 requests processed only 15,555 were ordered as the other requests were either titles on order or already in the Library.

The integration of periodicals and standing order data in the Kardex was an ongoing project. The thesis project to provide consistent cataloguing for the total collection was expanded with a new SPIRES programme being developed which will give the user better access.

#### **Law Library**

Report not received in time for publication.

A handwritten signature in cursive script, appearing to read "Bruce Heel".

Librarian to the University



The thirty-five foot ceiling in the grand reading room, Rutherford South Library, was recently painted for the first time since the building opened in 1951.

## **Library Publications**

### **Administration**

Library Information Bulletin, Nos. 114-116

Library Staff Bulletin, Nos. 15-20 (for internal circulation only)

Report of the University Librarian, 1978-79

B. Peel, History of the Library, 1909-1979. Edmonton, September 1979, \$1.00. Available at University of Alberta Bookstore.

Guides for Library Representatives, Nos. 1-5 (Distributed to teaching departments only)

### **Cataloguing & Records**

Cataloguing Division Communiqué. Nos. 4-5 (for internal circulation only)

### **Herbert T. Coutts (Educ.) Library**

Curriculum Lab Services to Faculty of Education Staff and Students 1979-80

### **Humanities and Social Sciences Library**

New Reference Books, March, 1979 to October, 1979 (for internal use only)

New Reference Books, November, 1979 to February, 1980 (for internal use only)

### **Government Publications**

Selected Accessions List, January to February, 1980, March-June, 1980

### **Special Collections**

U. of A. Theses—1979 Spring

U. of A. Theses—1979 Fall

### **Law Library**

Legal Bibliography and Research for Legal Process 1980. S. P. Rempel & L. V. MacPherson. Distributed internally to 1st year Law students and on request.

Recommended Collections for Canadian Prison Law Libraries. P. Rempel. Revised February, 1980. Distributed on request.

## **Orientation Material**

University of Alberta Library Guide. 4th ed. 1979.

Freshman Slide/Tape Orientation Program. 1980.

Freshman Slide/Tape English Orientation Program. 1980.





